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4 MAY 1973

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MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

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SUBJECT : Agency Records Holdings

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1. In July 1971 the Executive Director-Comptroller ordered several positive actions aimed to control the growth of records stored at the Records Center and in Headquarters offices. Broad Agency-wide cooperation on these steps and the increased popularity of micrographic applications have effectively stemmed the growth in total Agency records volume. Our 30 June 1972 Records Center holdings were 646 cubic feet under those of 30 June 1971; a reading as of 31 March 1973 reflected a further reduction of 2,735 cubic feet of Records Center holdings under those of 30 June 1972. Our CIA Headquarters office records holdings as of 30 June 1972 reflected a reduction of 8,617 cubic feet under the previous 30 June (we have no later inventory figure available).

2. The Records Center now is being underutilized by about 40 per cent of its capacity, upping the effective cost per cubic foot of records stored by a factor of almost two. We are concerned that, as a result of the previous inhibitions placed on input to the Records Center, much more expensive space is being used at Headquarters to store infrequently-used records.

3. With Headquarters floor space at a premium, several moves are in order and I would appreciate having the necessary action taken in your respective directorates:

a. All Agency components should immediately reexamine their records retirement schedules and transfer to the Records Center materials as authorized.

b. Components should request revision of their records schedules to prescribe transfer from offices to the Records Center of records sets where the reference rate per month is one or less per cubic foot of material involved.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN  
Deputy Director  
for  
Management and Services

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Attachment

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